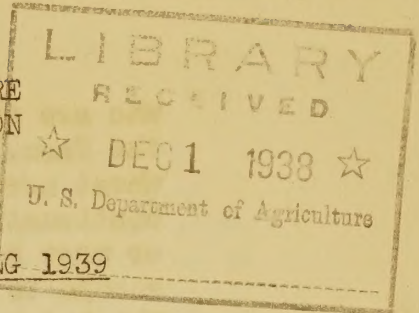


Issued November 12, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

INSTRUCTIONS TO COUNTY OFFICES ON CHECKING 1939  
WHEAT ACREAGE.



The acreages of wheat (including both seeded and volunteer) and of wheat mixtures not classified as wheat must be measured on all farms for which a wheat acreage allotment is established for 1939. The method used for measuring will vary with the county, but in all cases the individual fields of wheat and wheat mixtures must be properly identified on a scaled farm map or aerial photograph.

Form SRM-304, "Report of 1939 Wheat Acreage" (hereinafter referred to as form 304) will be used to record for each farm the acreages of wheat and wheat mixtures and the field number of each field on which such crop is grown. It will be executed in the original only, and will cover only the land for which a separate wheat acreage allotment is established for 1939.

EXECUTION OF FORM 304

Heading: Enter in the space provided the State and county code and the farm serial number. The farm serial number will be taken from column 1 or 2 of Form SR-204W (hereinafter referred to as form 204).

If aerial photographs are used in checking wheat acreages, the enlargement number(s) of such photograph(s) should be entered on form 304 in the space provided.

Section I. - Description of Farm: Enter the location or description of the farm in the spaces provided. The legal land description is preferred where applicable and may be abbreviated to conform to available space.

Section II. - Basic Data: Enter in the space provided the 1939 wheat acreage allotment for the farm from column 22 of form 204.

Enter in the space provided the approved wheat yield for the farm from column 23 of form 204.

Section III. - Division of Wheat Acreage: Enter in the spaces provided the names and mail addresses of the operator and landlord(s) and all tenants or sharecroppers



who are entitled to share in the 1939 wheat crop on the farm. If more than three persons share in the 1939 wheat acreage, additional forms 304 should be used as continuation sheets. Where a farm is comprised of two or more separately owned tracts, the word "Landlord" should be entered in the heading of each column in which data for a landlord are to be entered.

Enter in column A, lines 1 through 12, the number by which each field of wheat on the farm is identified on the related map or aerial photograph. If there are more than twelve fields of wheat on the farm, additional forms 304 should be used as continuation sheets.

Enter in column B the letter "V" for each field on which volunteer wheat is grown.

Enter in column C the seeded acreage of wheat (expressed to the nearest tenth of an acre) in each field, from the related map or aerial photograph.

Enter in columns D, F, and H, below the name of each person who is entitled to share in the wheat crop in a given field, the fractional share ( $1/3$ ,  $1/2$ , etc.) of the crop to which such person is entitled. (If desired, percentage shares may be used instead of fractional shares.) If there is only one producer unit on the farm and the division of the wheat crop between the operator and the landlord is on the same basis with respect to all wheat grown on the farm, the fractional shares of the operator and landlord need not be entered for each field. In such cases, the division of the wheat crop between the operator and the landlord should be indicated below line 12 in the line provided for totals.

Enter in lines 1 through 12, and columns E, G, and I, the results obtained by multiplying the entry in column C of each line by the fractions appearing in the respective columns D, F, and H of that line.

Enter in the spaces provided below line 12 the sums of the respective entries in columns C, E, G, and I. If the division of the wheat crop has been indicated in this line in accordance with the instructions outlined in the second paragraph above, there should be entered in columns E, G, and I in this line the results obtained by multiplying the total wheat acreage, as shown in column C, by the fractions appearing in the respective columns D, F, and H.



In cases where measurements are made prior to December 16, 1938, and the total acreage of wheat, as entered below line 12, column C, exceeds the wheat acreage allotment, as entered in Section II, the operator of the farm shall immediately be notified in writing as to the excess acreage of wheat on the farm and advised that such acreage will not be considered as seeded to wheat if disposed of prior to December 16. All such farms shall be re-inspected as soon as possible after December 15 and if it is found that the excess acreages of wheat were disposed of within the time limit, proper corrections shall be made in Section III of forms 304.

Section IV. - Wheat Mixtures: Enter in the spaces provided the field number of each field on which wheat is seeded (including volunteer seeding) in a mixture containing less than 50 percent by weight of wheat or containing 25 percent or more by weight of rye, barley, vetch, or Austrian winter peas, and the seeding mixture may reasonably be expected to produce a crop containing such proportions of crops other than wheat that the crop could not be harvested as wheat for grain or seed. Any mixture containing wheat and not meeting these requirements will be reported as wheat and entered in Section III.

Enter in the spaces provided the acreage, as shown on the related map or aerial photograph, in each field seeded to a wheat mixture.

Enter in the space provided the name (rye, barley, vetch, or Austrian winter peas) of the crop with which the wheat was mixed for seeding each field.

The county committee should order a re-inspection in every case where it is later brought to their attention that the crop with which the wheat was mixed has been killed, or (for any other reason) it appears likely that the crop on the acreage in question can be harvested as wheat for grain or seed. If the re-inspection reveals that such crop can be harvested as wheat for grain or seed, the acreage in question should be transferred to Section III of form 304 unless the operator disposes of the crop on or before April 15, 1939, in accordance with instructions issued by the Agricultural Adjustment Administration.



Section V. - Excess Wheat Acreage: If the total acreage seeded to wheat as shown in column C below line 12, Section III, exceeds the 1939 wheat acreage allotment for the farm, as shown in Section II, and there is an acreage of volunteer wheat on the farm as large as the acreage by which the acreage allotment is exceeded, enter in the spaces provided the acreage (if any) and field numbers of such volunteer wheat which the operator agrees to dispose of on or before April 15, 1939, in accordance with instructions issued by the Agricultural Adjustment Administration in order that the seeded acreage of wheat will not exceed the wheat acreage allotment for the farm.

Each farm for which an entry is made in Section V should be re-inspected at the appropriate time to determine whether or not the volunteer wheat has been properly disposed of. If it is found that such wheat has been disposed of, the acreage in question should be deleted in all columns of Section III and the totals corrected accordingly.

Signature of Supervisor: The supervisor who inspects the farm should affix his signature in the space provided and enter the date on which the inspection was made. If the farm is re-inspected after December 15, 1938, in connection with excess wheat acreage or is later re-inspected in connection with wheat mixtures or volunteer wheat, the notation "RE-INSPECTED", followed by the signature of the supervisor and the date, should be entered at the bottom of the form below the original signature.

DATA FOR CROP INSURANCE

If a Form F.C.I.-1, "Application for Wheat Crop Insurance", has been filed with respect to a farm, the supervisor who measures the acreages of wheat and wheat mixtures on the farm for purposes of executing form 304 shall also fill out Form FCI-3, "Inspection Report - 1939 Wheat Crop", (and prepare a farm map if necessary) in accordance with the instructions set out in Form FCI-31 - Supplement No. 18.

*I. W. Duggan*

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Director, Southern Division  
Agricultural Adjustment Administration



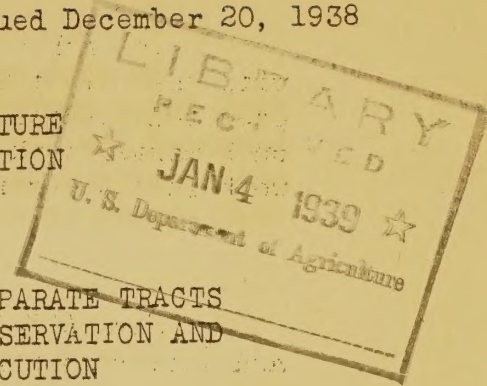
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SRM-306

Southern Region Miscellaneous Series

Issued December 20, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION



INSTRUCTIONS REGARDING THE COMBINATION OF SEPARATE TRACTS  
OF FARM LAND UNDER THE 1939 AGRICULTURAL CONSERVATION AND  
PRICE ADJUSTMENT PROGRAMS AND THE EXECUTION  
OF FORM ACP-68, REVISED

In considering whether an operator should be permitted to combine separate tracts of farm land, as provided in the definition of a farm under the 1939 Agricultural Conservation Program, the county committee should determine that all such land (1) is adjacent or nearby, (2) is operated by the same person as part of the same unit and with workstock, farm machinery, and labor which are used interchangeably and which are substantially separate from that for any other land, (3) is operated under one crop rotation system, (4) is substantially of the same productivity, and (5) is not being combined for the purpose of increasing allotments or primarily for the purpose of effecting compliance.

In order for a tract of land which is operated by a share tenant to be eligible for combination with other tracts operated by him, all of the owners of such tracts who are entitled to share in the crops grown thereon in 1939 must agree to such combination by signing Form ACP-68, Revised. It is not necessary that a Form ACP-68, Revised, be executed if the tracts of land which are to be combined are owned by the same person or are rented by the operator from another person on a cash rent, standing-rent, or fixed-rent basis.

The county committee should not permit two or more tracts of land to be combined if such tracts are normally regarded in the community as separate farms, unless they find that there has been a change in operation thereof in 1939 which would justify such a combination.

The final date for filing Forms ACP-68, Revised, in the county office and for combining tracts of land owned by the same person, or rented by him from another person on a cash rent, standing-rent, or fixed-rent basis, will be April 1, 1939, unless an application for wheat price adjustment payment is made prior to that date on one or more of the tracts of land in question. If application for a wheat price adjustment payment is made prior to April 1, 1939, the combination must be made prior to the filing of such application.



In each case where tracts of land are combined in accordance with these instructions, a master work sheet, Form SR-101, shall be executed for the combined farm. The county office shall transmit such master work sheet to the State office, together with the original work sheets covering the separate tracts.

EXECUTION OF FORM ACP-68, REVISED

Form ACP-68, Revised, will be prepared in the original only and will remain permanently in the county office.

Heading: Enter in the space provided in the upper right corner the code numbers of the State and county.

Enter "1939" in the space provided immediately below the title of the form.

Section I: Enter in the spaces provided the name and address of the operator of the farm.

The operator must affix his signature and the date thereof in the spaces provided.

Section II: Each owner who is entitled to share in the crops grown in 1939 on any tract covered by the Form ACP-68, Revised, must sign in section II thereof, showing the serial number(s) of the work sheet(s) covering such tract(s). If the owner of any tract covered by the Form ACP-68, Revised, is not entitled to share in the crops grown thereon in 1939, it is not required that he sign. The date of each signature must be entered in the space provided.

Section III: If the county committee determines, in accordance with the above instructions, that the separate tracts of land covered by the Form ACP-68, Revised, are eligible for combination and that the form has been properly executed, they should authorize one of their members to affix his signature in the space provided in Section III. The date of the committeeman's signature shall be entered in the space provided opposite his signature.

*I. W. Duggan*

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